
M E M O R A N D U M

TO: Community Applicants for the Integrated MIS System for Human Services
FROM: Pat Brockett, Co-Chair
SUBJECT: Responses to Questions Received
DATE: August 15, 1997

The questions and responses to those questions received on the Community Request for Applications (RFA) for the Integrated MIS System for Human Services are below.

Question

On page 3 (of the RFA) the application states, "An overall length of no more than 17.5 pages plus letters will be accepted." Is an appendix allowed? If so, are the letters of commitment the only items allowed in the appendix or can other pertinent items be included? When we submitted our Innovations Zones Application, we used both letters and a chart which detailed the community commitment to the project. The chart was included in the appendix. This format worked well, would this be acceptable?

Answer

Your application will not be disqualified if you submit additional items in an appendix to your application. The appendices will not receive any points in the scoring process, but may be used for clarification or informational purposes.

Question

On page 7, the statement in parentheses under Section 6 is confusing. It reads: "(Limit response to the letters and description to one page or less to each.)" What does the "to each" refer to - the letters of commitment or the response to the letters and description? Are you allowed a one page response to the letters and a one page description? Clarification is requested.

Answer

The description can be no longer than one page in length. Each letter of commitment can be no more than one page in length.